

ARMY Technician Hiring Process

THE STANDARD – 90 Days

Technician Hiring can take between 65 and 110+ calendar days (2-4 Months)

STARTING AT HRO

- ☐ HRO Logs in SF-52 being received – Occupational Health Required Y/N **HRO Day 1**
- ☐ From front desk SF-52 goes to the **Classification Section** (HRO 5 Day Goal)
 - Frequently delayed for missing, bad and/or conflicting info
 - Funding – Position Description (PD) Conflicts and/or missing Point of Contact (POC)
- ☐ Classification then gives the SF-52 to the **Staffing Section** (HRO 5 Day Goal)
- ☐ Staffing Section sends Draft Announcement sent to Supervisor for Approval (Supervisor 5 Day Goal)
- ☐ HRO creates Merit Placement Folder
- ☐ Approved Draft is the posted via USA Staffing (HRO 5 Day Goal)

JOB POSTED ON USAJOBS.GOV FOR 15 or 30 DAYS or more

- ☐ After job closes HRO sends supervisor certificate (HRO 5 Day Goal)
- ☐ Supervisor receives certificates and starts interview process (Supervisor 20 Day Goal)
 - If supervisor wants Area 2 after interviewing Area 1 (Supervisor +15 Day Goal)
 - Area 3 (Supervisor +15 Day Goal)
- ☐ Supervisor routes selection packet thru internal review **(5 Calendar Days)**
- ☐ Selection Packet returned to HRO
- ☐ Staffing Section – puts together selection packet for HRO internal routing (HRO 3 Day Goal)
- ☐ Selection Packet Routed for Internal Review (HRO 7 Day Goal)
- ☐ Selection Approval Sent to Supervisor
- ☐ Selectee offered job (Selectee given 7 days)
- ☐ Dependent on MOS/Job series – required to complete physical **(Occupational Health Nurse 20 Days)**
- ☐ Date selectee gives start date and inprocessed as new technician **HRO Process Complete**

Plan ahead if you have a projected vacancy, it could take 6+ months to get a new employee on the job. Every hiring process is unique and many factors can contribute to the extended timeline. For example: it's dependent on how many Areas of Consideration are utilized, whether the selectee accepts job offer and/or if the selectee needs to be brought into the Army National Guard from Active Duty, lower 48 or civilian sector, etc.

***** All days are Calendar days**